

MISCELLANEOUS COMMERCIAL

Construction Permit Application Checklist REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Ph. (480) 497-4923-Fax www.gilbertaz.gov

A Community of Excellence

ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED

All sheets in Plan sets must be sealed by a Registered Architect or Engineer licensed by the State of Arizona

In order to provide excellent service to the Town of Gilbert's customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Available Plan Review Programs

Expedited Plan Review – Over the Counter – Express

(See Plan Review Programs list for applicable fees and requirements)

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Appl	licant	Staff
	PLAN CHANGES (only submit sheets with Revisions/changes) PLAN FORMAT MUST BE SAME AS ORIGNAL PLANS either PAPER or ELECTRONIC Four (4) copies of 8.5x11 narrative listing each sheet submitted and list of changes with reference delta Four (4) copies of all sheets listed in narrative with changes clouded with reference delta Two (2) copies of structural calculations, cut-sheets and other documentation	
	CONSTRUCTION OR SALES TRAILER Two (2) copies of Plot plan showing Trailer location, size, setbacks to property line, parking spaces Two (2) copies of utility plans for electrical, water, sewer Two (2) copies of approved model complex site plan showing ADA accessibility (for sales trailers)	
	DEFERRED TRUSS CALCS, STAIRS, VAULTS PLAN FORMAT MUST BE SAME AS ORIGNAL PLANS either PAPER or ELECTRONIC Two (2) copies of Plans/Drawings (with keyed layout as applicable) Architect and Structural Engineer of record "review and approval stamp" on first page or cover sheet	
	FLAG POLES (Prior approval by Planning department required) Two (2) copies of Site plan showing location of flag pole (with lighting if applicable) Two (2) copies of structural calculations for footing and pole, including footing detail	
	FENCE/WALL, GATE, OR RETAINING WALL Two (2) copies of Site plan showing location of fences/walls, gates or retaining walls Two (2) copies of Elevations and Structural details include keyed material & color schedule Two (2) copies of structural calculations	
	ELECTRICAL, PLUMBING, MECHANICAL Two (2) copies of Site plan showing location of all structures and location and routing of all utilities Two (2) copies of One-line diagrams, Gas Diagrams, Piping ISOs, cut-sheets, and other documentation	
	SWIMMING POOLS & SPAS Two (2) copies of Site plan showing location of Pool/Spa, Equipment location, and ADA accessibility Two (2) copies of Electrical & Gas diagrams and Structural Plans & Details	

The Town of Gilbert is currently enforcing the 2012 IBC, IMC, IPC, IFC, IFGC, 2006 IECC, 2011 NEC, and 2010 ADA, with Town, State and Maricopa Association of Governments Amendments. Wind Design 90 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.

MC-CPAC 12/9/13

Admin Review by_____